

U.S. Mission to Tunisia

JOB ANNOUNCEMENT#32/13

November 29, 2013

SUBJECT: Janitor

OPEN TO: All interested Candidates.

POSITION: Janitor, FSN-1

OPENING DATE: Friday, November 29, 2013

CLOSING DATE: Friday, December 13, 2013

WORK WEEK: 44 hours/week

SALARY: Ordinarily Resident: TD 10,588 per year (Position is graded at the full performance level of Grade: FSN-1).

The U.S. Embassy in Tunis is seeking an individual to fill the position of Janitor in the General Service Office Section.

BASIC FUNCTION OF POSITION:

The selected candidate will clean restrooms, kitchens, stairways, corridors and assigned areas as appropriate, with responsibility for scrubbing, sweeping, mopping, waxing, and vacuuming floors, disinfecting and deodorizing laboratories and kitchens; cleaning kitchen and bathroom fixtures;

He/ she will be responsible for polishing and cleaning mirrors; dusting and waxing office furniture, polishing and cleaning windows, and emptying wastebaskets and ashtrays

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-320 or 71-107-7136.

REQUIRED QUALIFICATIONS:

Education: Elementary school level required.

Experience: Six Months Janitorial experience required.

Language: Must be fluent (Level IV) in Arabic. Rudimentary knowledge (Level I) in French required.

Skills and Abilities: Must know how to handle chemicals and operate machines. Must be able to lift and carry at least 25 kilos.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174); or
a current resume or curriculum vitae that provides the same information as a DS-174; plus
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Do not attach a photo to the application; if applications are received with photos, the photos will be discarded. Incomplete applications will not be considered.

These employment applications can be found on our Mission's webpage on the Internet at http://tunis.usembassy.gov/job_opportunities.html.

SUBMIT APPLICATION TO:

E-mail: TunisApplicants@state.gov

Fax: 71-107-080

Regular mail:

Human Resources Office
American Embassy Tunis
Les Berges du Lac
1053 Tunis, Tunisia

CLOSING DATE FOR THIS POSITION: Friday, December 13, 2013

The US Mission in Tunisia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.
Drafted, Approved and Cleared in accordance with Post Regulations

Distribution: A&B